



TEENVENTURE CAMP 2013

The Tukwila Community Center and the entire youth department welcomes you and your family to another summer of fun. We are looking forward to many new adventures and friendships. This manual will provide you with information about our program's policies and procedures. Please take time to review this information prior to the start of the program. If you have any questions or concerns at any time, please feel free to contact our program staff at the Tukwila Community Center.

TEENVENTURE CAMP LOCATION

Tukwila Community Center
12424 42nd Ave South
Tukwila WA 98168
Phone: 206-768-2822

YOUTH/TEEN PROGRAM ADMINISTRATION

Kirstin May
Youth & Teen Coordinator
e-mail: kirstin.may@tukwilawa.gov

Nate Robinson
Recreation Specialist
e-mail: nathan.robinson@tukwilawa.gov

OUR GOAL

Our goal is to provide a safe and fun TeenVenture Camp for 6th- 8th grade youth. We are dedicated to providing your child with meaningful camp experiences and are very proud of the program we offer. Weekly field trips, group games, arts & craft projects, and additional structured activities have been developed for your child to enjoy a week of fun, interesting and informative activities. We encourage socially positive habits and attitudes through active participation in this recreation program. To make these goals a reality, the Tukwila Parks and Recreation Department will employ qualified staff members who enjoy working with children and will make a positive impact in their lives.

REGISTRATION AND ENROLLMENT

PARTICIPANTS

TeenVenture Camp is open to children that will be entering grades 6-8th at the start of the 2013-14 school year.

REGISTRATION

Summer camp registration will begin April 1st and will be available throughout the summer.

Registration is on a first come, first served basis, depending on space availability. It is the responsibility of the parent/guardian to keep their child's file updated with current information. The following items for summer camp must be completed and on file at the Tukwila Community prior to attendance in the program:

- Registration Form
- Liability Waiver
- Payment Policies Form

CAMP HOURS

Our Summer Day camps operate from 6:30 am – 6:00 pm, Monday-Friday. Each day is divided into two types of programs: regular camp and extended camp. The regular camp hours are from 9:00 am-4:00 pm. This is the organized program time and campers must arrive by 9:00 am to ensure involvement in the day's activities. During these hours, campers will be taking part in a variety of activities. Activities can include field trips, arts and crafts projects, recreation and physical fitness games, science and nature, cooking, and other exciting events.

Extended camp hours are from 6:30 am-9:00 am and 4:00 pm-6:00 pm. There are no additional charges for participation in extended camp hours. Activities during this time will consist of large group games, quiet activities, daily challenge activities, and free time.

CAMP CLOSURES

Camp and the Community Center will be closed Thursday July 4th.

PAYMENT INFORMATION, FEES & REFUNDS

PAYMENT DEADLINES

Weekly Summer Camp payments are due on the Wednesday PRIOR to each week of enrollment. If we do not receive payment your spot will be forfeited to the next person on the waiting list and your deposit will be forfeit. Payments are accepted in the form of cash, check, or credit card (MC or Visa). Please make checks payable to the "Tukwila Community Center." Checks returned to the City of Tukwila will be assessed a service charge as follows:

- Checks of \$50.00 or less, a \$20.00 charge
- Checks over \$50.00, a \$40.00 charge

WEEKLY CAMP FEES

The following fees are based on a per week charge:

TeenVenture Camp.....	\$115.00 Tukwila Residents
	\$160.00 Non-Residents

WEEKLY DEPOSITS

TeenVenture Camp is limited to 40 campers per week. For this reason, if you would like to reserve space for your child you will be asked to pay a \$25.00 deposit for the week(s) they are planning to attend. **The weekly deposit is refundable up to one week prior to the week your child is registered to attend.** The deposit will be applied to your weekly camp fees.

Weekly Reservation Deposit.....	\$25.00 per child
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LATE FEE CHARGE

There will be a late charge of \$1.00 per minute for those children not picked up by 6:00 pm.

Payment for late pick-up fees is due when you pick up your child. Your child may not return to our program until this payment is received. King County Child Protective Services will be called if the child is not picked up by 7:00 pm.

REFUNDS

Requests for refunds must be made in writing and should give the name of the camper, camp date(s), and reason for refund request. Refund requests will only be accepted with a minimum one-week notice. Special circumstances, such as serious illness or injury will be considered when processing refund requests. There will not be a discount or a refund for days missed. The weekly deposit is non-refundable and non-transferable.

DAILY CAMP INFORMATION

CHECK-IN/CHECK-OUT PROCEDURES

For the children's safety, a parent or guardian must accompany all children at arrival and departure time. Each child is required to be signed in and out each day. A sign-in and sign-out sheet will be kept just inside the door of Meeting Room A (at the Tukwila Community Center). Children will only be released to those individuals authorized by the parent's written permission or to the individuals stated on the registration form. Photo identification will be required at time of pick-up.

BREAKFAST

A light breakfast will be provided to children arriving before 8:30 am each day at no additional charge. Breakfast will consist of cereal, juice & milk.

LUNCH

We are pleased to offer the Summer Sack Lunch program to participants in our summer camp. The Summer Sack Lunch program provides nutritious sack lunches to campers each day of the program. The Summer Sack Lunch Program will be available the duration of camp. If this changes, all parents will be informed. On days that the program is not in operation children will need to bring a sack lunch and beverage (non-glass container each day.) **Summer Sack Lunch will not be running the 1st week of camp (June 19th -21st) and the last week of camp August 26th -30th.**

Children that choose not to participate in the Summer Sack Lunch Program or children with special dietary needs must bring a sack lunch to the program each day. Sack lunches should be clearly labeled with the camper's name. The refrigerator and the microwave are not available for camper use.

SNACK

An afternoon snack will be served around 3:30 pm daily. Campers that leave the program before this time will not receive a snack.

REPORTING ABSENCES

Please notify the Tukwila Community Center at (206) 768-2822 when your child will not be in attendance for the day. Please provide the recreation attendant with your child's name, date of the absence, and which camp he/she is attending.

CONTACTING YOUR CHILD WHILE AT CAMP

The Summer camp staff cannot be reached directly. If you have a message for your child, please call the Tukwila Community Center at 206-768-2822 and ask to speak with Nate Robinson. If he is not available, please leave a voice message. Voice messages are checked on a regular basis. If you are trying to reach your child in an emergency situation, please inform the front desk staff of the situation when you call and you will be put through to the next available supervisor.

FIELD TRIPS AND SWIMMING INFORMATION

FIELD TRIP INFORMATION FOR ADVENTURE CAMP

TeenVenture camp will be traveling almost every day to various places around the greater Seattle area. Some weekly field trips have been pre-planned by camp staff, but are subject to change. A TeenVenture Camp field trip schedule will be available to parents and participants one-week in advance.

The cost of the field trip is included in your weekly camp fee. In some cases field trips may involve additional costs and/or may require spending money. Parents will be notified in advance if this should occur. Please feel free to send money with your child for the field trips in which snacks, souvenirs, and/or desired items **can be** purchased. In which case, please refer to the suggested maximum amount of money to bring located on the weekly trip schedule. Your child is responsible for every item he/she brings on the field trip. Sending your child with spending money is not a requirement on every field trip.

Field trips depart no earlier than 9:00 am. Please make sure that your child is here on time. We do not have alternative daycare for your child if they miss the field trip.

SWIMMING

Several swimming field trips will be offered throughout the summer. All swimming activities will take place in guarded swimming areas at either community pools or lakes. Campers swimming in the deep areas will be required to pass a swimming test conducted by the lifeguards on duty. Outdoor swimming trips may be cancelled due to inclement weather. Acceptable weather conditions are a minimum temperature of 70°F, and partly cloudy to clear skies.

On swim days, campers should bring a swimsuit, towel and **sunscreen**. If you decide to send your child with any toys and/or water items, your child will be responsible for the safe keeping of those items. We will provide toys and water items for the campers to use.

BUS AND VAN POLICY

The bus and van rules have been developed to ensure the safety of your child and other children while travelling.

- Campers must remain in their seats with their seatbelts buckled at all times.
- Open containers of food or drinks are not permitted in the vehicles. In addition, campers may not eat or drink while traveling in a bus or van.
- Conversations must be of appropriate subject matter and kept at low noise levels.
- Campers must keep their hands inside the vehicle at all times.
- Campers are not to make inappropriate gestures to passing motorists.

Misbehavior on the van/bus may result in your camper not being permitted to attend the next field trip. Campers may be immediately dismissed if behavior threatens the safety of themselves, fellow campers, or staff.

WHAT TO BRING AND WEAR

To ensure your campers safety, please send them in active play clothing each day. Preferably, children should be wearing tennis shoes or at the minimum shoes, that allow them to actively participate in the activities. Please do not send your child in dress clothes and/or dress shoes.

Please provide the following:

- Participants should bring extra clothes suitable for a change in weather. (Example, jackets, shorts, sweatshirts etc.)
- Please send a large sack or backpack with the camper's name on it to hold camp belongings each day.
- Please be sure to apply sunscreen to your child each day before camp when the weather is warm. Furthermore have your child bring sunscreen to camp on warm days to help protect them from the sun's harmful rays.
- Please mark all personal items with the child's name for easy identification. Clothing left at camp will be placed in the "lost and found." Unclaimed items will be taken to the Salvation Army on a regular basis.
- Please bring a water bottle each day labeled with the camper's name.
- On swimming days campers should bring a swimsuit, towel and sunscreen.

What not to bring:

- **Our facility and staff will not be held responsible for items that become lost, broken, or stolen.**
- **Toy weapons and guns are not permitted. Possession of these items will result in an automatic and indefinite suspension from the program.**

VENDING MACHINES (TUKWILA COMMUNITY CENTER)

Campers are allowed to use the vending machines to purchase snacks or soda; however they may only use the machines while in the company of camp staff. We will not be responsible for vending machine money or purchases that are lost and/or stolen.

TOYS AND VALUABLES

We do allow TeenVenture camp participants to bring items from home including Walkmans, Nintendo DS, special games, etc., however we are not responsible for any items lost or stolen at camp. Bringing such items is a privilege and if it becomes disruptive or inappropriate, our camp staff can revoke that right at any time. Please use good judgment when permitting your child to bring such items.

ILLNESS AND MEDICATION INFORMATION

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) must not attend camp. This includes, but is not limited to children with the following symptoms of illness:

- Fever
- Sore Throat
- Active Rash
- Discharging eyes
- Nausea, Diarrhea
- Stomach Pain
- Early Cold

If campers become ill during the camp, a parent/guardian will be notified and asked to pick up their camper. Parents should establish an alternate plan for their camper if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

CONTAGIOUS DISEASE

Parents are to inform a program supervisor IMMEDIATELY, when their child contracts a contagious disease (including, but not limited to, ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

ADMINISTRATION OF MEDICINE

Prescription and non-prescription medications will only be administered with a completed medication authorization form on file and signed by the parent/guardian. Medication brought to the facility must be in its original container and must be CLEARLY labeled with the child's name, description of medication, physician's name, and dosage. **Please do not leave medication in the possession of your camper or in your camper's lunch.**

INJURIES

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately.

Emergency Procedures:

In case of serious illness or injury the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

DISCIPLINE POLICY

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

First incident of continued disruptive behavior:

- A warning will be issued and the child will be encouraged to continue playing.
- If the situation continues a time-out will be issued.
- The child will be asked to sit out from the group for a designated amount of time.
- A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.
- This child will be given the opportunity to correct his/her behavior.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the situation/problem continues following the first time-out:

- A second time-out will be issued.
- The steps outlined above will again be followed.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the situation/problem continues following the second time-out:

- A third time-out will be issued.
- The child will not return to the group.
- The Teen Specialist will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended for the balance of the days activities. The child may also lose field trip privileges for the week.
- Parents will be notified that further situations/incidents may result in a one-week suspension from the program.
- A Staff/Parent conference will be required before the child returns to the program.

If the situation /problem continues following the one-day suspensions:

- The Child will be removed from the group.
- The Teen Specialist will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended from the program for five days.
- Parents/guardians will be notified that further situations/incidents may result in permanent dismissal from the program.
- A Staff/Parent conference will be required before the child returns to the program.

If the situation /problem continues following the five-day suspension:

- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be permanently removed from the program.

We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to, fighting, physical violence toward campers or staff, bringing weapons to camp, physically or verbally threatening others, bullying, or any other behavior that may put themselves, other campers, and staff members in an unsafe situation.

It is important to maintain the cleanliness and safety of the building so that we can preserve it for years to come. If your child damages any part of the building, i.e., puts holes in wall, uproots trees, breaks windows, etc., the city reserves the right to bill parents/guardians for the repair costs.